



Job Posting

Deadline: August 4, 2024

State Appellate Defender Office
3031 W. Grand Blvd., Ste. 450, Detroit, MI 48202

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Administrator, Michigan Appellate Assigned Counsel System

Hybrid (Remote/Office)

Job Summary

Join Michigan's State Appellate Defender Office (SADO) as the Administrator of the Michigan Appellate Assigned Counsel System (MAACS), one of the pioneering managed assigned counsel public defender systems in the nation. Compensation ranges from \$132,392 to \$161,886 depending on experience, with an increase in base rate expected October 1. Our office follows a hybrid workplace model that mixes in-office and remote work to offer flexibility and support to staff. This position is for either the Detroit or Lansing office.

MAACS

MAACS attorneys represent indigent individuals appealing criminal convictions and delinquency adjudications from all 83 counties in Michigan. More than 120 attorneys on the roster represent individuals in appeals from pleas, resentencings, and trials, and in post-conviction and post-adjudication proceedings. Representation takes place in circuit courts, the Michigan Court of Appeals, and the Michigan Supreme Court.

It is a dynamic and exciting time at MAACS, and successful reforms include:

- A robust recruiting and training system that has completely changed the composition of the roster of attorneys. It has become more diverse, knowledgeable, and effective.
- All Michigan counties have voluntarily adopted a program to implement regional attorney lists and uniform appellate attorney fees. A State of Michigan matching grant now ensures these fees are competitive.
- A litigation support attorney consults on complex appellate issues and trial court hearings.
- A mitigation specialist supports assigned attorneys on new sentencing hearings, and MAACS roster clients may receive reentry assistance.
- The MAACS mandate recently expanded to include appeals of adjudications for young people in the juvenile legal system.

Job Responsibilities

The MAACS Administrator leads a growing staff of nine people that includes a Deputy Administrator, Litigation Support Counsel, Youth Defense Counsel, Mitigation Specialists, and other staff. Job responsibilities include, but are not limited to:

- Sets the culture, mission, and process for representation of more than 75% of people appealing criminal convictions and adjudications in Michigan
- Assigns attorneys to represent people appealing convictions and adjudications
- Hires and trains all MAACS staff
- Supervises the Deputy Administrator and other MAACS core staff
- Recruits and supports MAACS roster attorneys, and partners with SADO on their training
- Addresses global issues faced by MAACS roster attorneys related to client representation
- Develops the MAACS case management system
- Implements state funding for attorney fee vouchering and the county reimbursement process
- Evaluates performance of roster attorneys and reviews attorney vouchering
- Advocates for policy, court rule, and procedural reform to promote superior appellate practice
- Works with other state agencies and advocacy organizations as the MAACS representative and advocates for continued public defense reform for the appellate assigned counsel process
- Litigates the right to appointment of appellate counsel in Michigan's trial and appellate courts
- Oversees grant-funded projects to improve the assigned counsel system
- If desired, represents a small number of direct appeal clients
- Participates in budget development

Required Qualifications

- Current member of the Michigan Bar or eligible to waive into the Bar
- A demonstrated commitment to public defense
- At least five years of progressively more responsible criminal appeals or public defense experience
- Demonstrated and strong abilities in strategic planning, innovation, and relationship building
- Excellent communication and presentation skills
- Supervision, administration, and leadership experience

Benefits

State employee benefits are comprehensive and include:

- Medical, dental, vision, and life insurance
- 401k plan with up to a 9% employer contribution
- 13 paid holidays
- 3 weeks of paid vacation in year one
- Paid sick time and, for eligible employees, paid parental leave
- Long-term disability insurance
- Flexible work hours
- Hybrid work environment (remote/office)
- Paid training opportunities

To Apply

Submit a cover letter explaining your vision for MAACS and describing the current challenges facing indigent appellate defense at MAACS. Then detail your qualifications and plans for implementing that vision and responding to those challenges. Include your resume and a redacted writing sample.

Writing Sample Special Instructions: As part of its commitment to diversity in the workplace and its goal to prevent hiring bias, we ask that applicants submit redacted writing samples, which will be reviewed without access to applicant information and scored based on objective criteria. Your name, address, work affiliation, and other identifiers should be redacted from your writing sample. Files should be named generically, and your name should not be a part of the filename. For example, you can name the file WS1.pdf or WritingSample.pdf.

Applications should be emailed by August 4, 2024 to hr@sado.org and include "Job ID 08-2024" in the subject line.

SADO is an equal opportunity employer and is committed to diversity, equity, and inclusion. We recognize people of color are disproportionately impacted by the criminal legal system and actively seek to employ staff with backgrounds representative of the people we represent and the defense community. We strongly encourage people of color, people with disabilities, veterans, LGBTQ people, and people directly affected by the criminal legal system to apply. A felony conviction does not prohibit employment at SADO.

If you have questions about this application or are unable to send application materials electronically, please contact Human Resources at 313-420-2942 for assistance.